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STANDARD FORM NO. 64

**RESTRICTED**

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Office

ER-0-8502

DATE: 17 January 1950

FROM : Chief, Coordination, Operations, and Policy Staff

SUBJECT: IAC Members

Pursuant to telephone request made this date by [redacted] of your Office, following is a current list of the members of the Intelligence Advisory Committee together with titles and addresses:

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*See memo*  
Rear Admiral R. H. Hillenkoetter *usen*  
Director of Central Intelligence  
Room 123, Administration Bldg. CIA

*usen*  
Major General Charles P. Cabell  
Director of Intelligence, Headquarters United States Air Force  
Room 4A-932, The Pentagon

Mr. W. Park Armstrong, Jr.  
Special Assistant to the Secretary  
of State for Research and  
Intelligence  
Room 7262, New State Dept. Bldg.

Dr. Walter F. Colby  
Director of Intelligence, Atomic  
Energy Commission  
Room 335, US Public Health Bldg.

Major General Stafford L. Irwin, USA  
Director of Intelligence, General  
Staff, United States Army  
(Room 2E-464, The Pentagon)

*usen*  
Rear Admiral John Philip Womble, Jr.  
Deputy Director for Intelligence,  
The Joint Staff  
Room 2E-966, The Pentagon

Rear Admiral Felix L. Johnson *usen*  
Director of Naval Intelligence  
Attn: Captain John M. Ocker, USN  
Room 5C-628, The Pentagon

Mr. J. Edgar Hoover  
Director, Federal Bureau of  
Investigation  
Room 4633, Department of Justice Bldg.

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[redacted]  
Chief

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DEPARTMENT OF STATE  
SPECIAL ASSISTANT TO THE SECRETARY

CIA

Executive Registry

0-9605

JAN 19 1950

MEMORANDUM

The Office of the Special Assistant, Intelligence, Mr. W. Park Armstrong, Jr., and his immediate staff, has moved within the New State Department Building, 21st and Virginia Avenue, NW, from Room 7262 to Room 3126. Mr. Armstrong's telephone extensions and those of his Deputy, Mr. Fisher Howe, are 2132, 2133, and 2134, on REpublic 5600 (Code 191).

Messrs. Armstrong and Howe can also be reached on the CIA line, Extension

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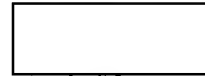
*John F. Killea*

John F. Killea  
Director, Executive Staff

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JAN 27 1950



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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO.

25 January 1950

SUBJECT: Supplement to the CIA Correspondence Manual

1. For the convenience and guidance of the Agency, the titles and addresses of the members of the Intelligence Advisory Committee are given below.
2. When addressing members of the IAC, addresses will not be shown on the memoranda. However, complete addresses will be included on all envelopes. To insure correct addresses, room numbers should be verified by calling extension

Director of Central Intelligence  
Room 123, Administration Building  
2430 E Street, N.W.

Special Assistant, Intelligence  
Room 3126, New State Department Building

Director of Intelligence, General Staff, U. S. Army (A member of the IAC)  
Room 2E-464, The Pentagon *PER THE RECORD*

Director of Naval Intelligence  
Attn: Captain John M. Ocker, USN  
Room 5C-628, The Pentagon

Director of Intelligence, Headquarters, U.S. Air Force  
Room 4L-932, The Pentagon

Director of Intelligence, Atomic Energy Commission  
Room 335, U.S. Public Health Building

Deputy Director for Intelligence, The Joint Staff  
Room 2E-966, The Pentagon

Director, Federal Bureau of Investigation  
Room 4633, Department of Justice Building

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Acting Executive

DISTRIBUTION: A

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*File  
change previous  
instruction*  
2 March 1950

MEMORANDUM TO STAFFS AND DIVISIONS:

Re: CIA Administrative Instruction  dated  
25 January 1950.

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1. The following change will be made in cited Instruction:

a. Delete:

"Director of Intelligence, General Staff, U. S. Army  
Room 2E-464, The Pentagon"

b. Add:

Assistant Chief of Staff, G-2, Department of the Army  
Room 2B-545, The Pentagon  
(Mail Room)

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Executive Secretary

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CENTRAL INTELLIGENCE AGENCY  
CORRESPONDENCE MANUAL

STATINTL

Administrative Instruction

• January 1948

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CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

9 February 1948

STATINTL

SUBJECT: CIA Correspondence Manual

1. Purpose

To establish uniform standards for the preparation of correspondence and official papers within the Central Intelligence Agency.

2. Revision

a. Changes will be published on a page basis. As revised pages are received, they should be substituted for replaced pages which will be destroyed in accordance with CIA Security Regulations.

b. Each page of the manual will include the date of publication in its upper right-hand corner.

3. Security Regulations

Users of this manual should thoroughly familiarize themselves with the CIA Security Regulations and be guided by them in the preparation, classification and transmission of correspondence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for  
Administration and Management

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